

APPENDIX M
SAMPLE WORK ALLOWANCE LETTER

CERM-BE

1 February 19XX

MEMORANDUM FOR Commander, 1 District

SUBJECT: U.S. Department of Agriculture (USDA)- Forest Service, Forest Pest Suppression on Corps Projects

1. The USDA, Forest Service has transferred funds to the Corps of Engineers, in the amount of 2 to cover costs associated with the Forest Pest Suppression of 3 at 4 in your District. Accordingly, a work allowance in the above amount is established in the 5 District.
2. Funds in the amount of 6 under transfer appropriation 7, State and Private Forestry, Forest Service (transfer to Corps of Engineers, Civil) will be allotted to the 8 District through the Program Budget Accounting System.
3. Project Identification Number 9 is assigned.

BRONEL JERRELL
Chief, Budget and Program Division
Directorate of Resources Management

cf: 10 Division

Key:

1. District name
2. Total amount allocated to the District
3. Target pest
4. Project in District receiving funding
5. See 1.
6. See 2.
7. Example: 96-12X1105
8. See 1.
9. Example: 90117
10. MSC Name